

Bourton-on-the-Water Parish Council

Council Office, The George Moore Community Centre,
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To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the Staffing Committee to be held at **4pm on Thursday 10th November 2022** in the Windrush Room at The George Moore Community Centre.

Confidential papers will be circulated to Committee Members prior to the meeting. All other papers are available at the link [Papers](#)



Mrs Sharon Henley
Clerk/RFO

4th November 2022

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. Approval of the draft minutes of the meeting held on 10th December 2021.
4. Matters Arising.
5. Recruitment of Committee Clerk/Administration Assistant: To agree wording for job advertisement, method of advertising, job description, person spec, timescales etc (Papers 1a & b).
6. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to Staffing Matters. As such, the press and public are excluded from the meeting.
7. To review the following staff Annual Appraisals and to note content or agree further actions for recommendation to full Council: (Confidential papers 2a, b & c)
 - 7.1 Assistant Clerk
 - 7.2 Caretaker
 - 7.3 Clerk/RFO
8. Salaries:
 - 8.1 To receive update from the Clerk on new 2022-23 NALC pay agreement. Agree any backdated underpayments due and any additional actions (Paper 3a & b and confidential paper 3c).
 - 8.2 To review separate staff salary underpayment calculation and approve payment (Confidential paper 3c).
9. Staff Holidays:
 - 9.1 To review advice from GAPTC on current contractual arrangements and consider recommendations in paper. (Confidential paper 4a)
 - 9.2 Draft Annual Leave Policy 2022: To review and agree any amendments required, for approval by full Council. (Paper 4b)